

# IDAHO EMERGENCY COMMUNICATIONS COMMISSION

## OFFICIAL MINUTES

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November 2, 2006

A meeting of the Idaho Emergency Communications Commission (ECC) was held on this date in the East Conference Room, Joe R. Williams Building, Boise, Idaho. Chairman Nancolas called the meeting to order at 1:05 p.m.

### **Members Present:**

Garret Nancolas, Mayor, City of Caldwell, Commission Chairman  
Rich Wills, State Representative, Commission Vice-Chairman  
Gary Aman, Owyhee County Sheriff  
Teresa Baker, Ada County Prosecutor's Office  
Clint Berry, Qwest, Boise  
Bill Bishop, Director, Bureau of Homeland Security  
Ann Cronin, Special Assistant, Idaho State Police, Commission Secretary  
Dia Gainor, Chief, Idaho Bureau of Emergency Medical Services  
Troy Hagen, Director, Ada County Paramedics

### **Members Absent:**

Matt Beebe, Commissioner, Canyon County Commission  
Joanna Guilfooy, Deputy Attorney General and Ex-Officio Member  
Jim Lemm, J&R Electronics, Inc., Coeur d'Alene  
R. David Moore, Blackfoot Police Chief, Commission Treasurer  
Kevin Quick, Chief, Pocatello Fire Department

### **Others Present:**

Pam Ahrens, Director, Department of Administration (ADM)  
Joe Roche, Department of Administration  
Lex Rutter, Department of Administration  
Rebecca Fry, Department of Administration  
Robin Finch, Department of Administration  
Sandy Harris, Statewide Interoperability Executive Council (SIEC)

Dan Ralls, Verizon Business Account Manager  
Dave Acklin, Verizon Business Regional Sales Manager  
Diane Carlson, Verizon Business Service Manager  
Eddie Goldsmith, Statewide E911 Project Manager  
Scot Maring, Department of Administration

## **Approval of Agenda**

**MOTION:** Commissioner Cronin moved and Commissioner Gainor seconded that the meeting agenda be amended to allow Scot Maring (ADM's staff support to the ECC) to present the Financial Monthly Report in lieu of Commissioner Moore and to allow Sandy Harris to present the SIEC Report in lieu of Dodie Collier. The motion passed.

## **Approval of Minutes**

**MOTION:** Commissioner Cronin moved and Commissioner Baker seconded that the Commission approve the minutes of the September 7 and October 12, 2006 Idaho Emergency Communications Commission meetings as written. The motion passed.

## **Financial Reports**

Scot Maring presented the financial report. The Commission began Fiscal Year 2007 (FY07) on October 1, 2006, with a balance of \$174,564; collected \$21,542 and spent \$7,041 in October 2006; and has a current balance of \$189,065. Mr. Maring further presented a summary of FY06. The Commission began FY06 with \$94,231; collected \$146,576 in FY06; received an \$18,000 grant; spent \$84,243; and ended FY06 with a balance of \$174,564.

**MOTION:** Commissioner Bishop moved and Commissioner Aman seconded that the financial report be accepted. The motion passed.

## **SIEC Update**

Sandy Harris, Administrative Assistant for the Statewide Interoperability Executive Council (SIEC), provided the following update:

- The SIEC was pleased to welcome two new members to the Council as appointed by Governor Risch; Senator Denton Darrington and Representative Debbie Field.
- By-laws are being amended to reflect statute language and will be further discussed at the November 16th meeting.
- Council discussions have begun on the topic of governance. Input is being received from their constituents. It is hoped that a final draft will be available for review January 2007.
- The SIEC is collaborating with the Idaho Bureau of Homeland Security in the distribution of Federal Fiscal Year 2006 Department of Homeland Security funding for interoperable communications.

- The SIEC is exploring public / private partnerships for advancement of the statewide public safety communications systems in accordance with statute.
- The SIEC sub-committee memberships were revised with the changes in the composition of the Council.

The next meeting of the SIEC is November 16, 2006, in Building 440, Gowen Field, Boise, ID.

## **E911 Project Manager Report**

Mr. Goldsmith reported the following:

- The needs assessment report is nearly complete and is awaiting pricing from vendors. The report should be completed by next month's meeting.
- The status of 911 centers is:
  - 17 Public Service Answering Points (PSAPs) require Master Street Address Guide (MSAG) database upgrades.
  - 18 PSAPs need new telephone systems to become enhanced.
  - 8 PSAPs need new Computer-Aided Design (CAD) systems.
  - 4 PSAPs have old voice recorder systems that frequently fail.
  - 1 PSAP is without a recorder.
  - 12 PSAPs are Phase I and Phase II compliant.
  - 5 PSAPS are ready to be Phase II compliant, but do not have the funds to implement.
- After the December 2006 meeting, he would like to begin meetings with those in charge of PSAPs to let them identify the direction they plan to go to correct their deficiencies.
- He is setting up a meeting with the Bureau of Homeland Security to discuss funding for PSAP mapping needs.
- He will be meeting with Boundary County representatives next week. They recently created a 911 Committee and he will be providing them assistance.
- He is working with Positron (vendor) for an Idaho E911 Technology Seminar tentatively scheduled for November 28, 2006. This would be vendor specific and the ECC members are invited to attend. He is also working with Plant CML (vendor) for a non-vendor specific presentation on Next Generation 911, tentatively scheduled for December 4, 2006. If these training sessions go well, he would like to regionalize the training.
- Canyon County will be having an open house on December 5, 2006, to demonstrate their upgrades.
- He is working with Mr. Maring to research requirements and issues in creating a List Serve for the ECC website. He envisions it open to PSAP owners to allow them to communicate among themselves. Commissioner Hagen stated it needs to allow for open dialog and any questions raised for the Commission can be brought to the ECC meetings. Commissioner Bishop stated that the Bureau of Homeland Security has a tool that allows a secure network for list serve and chat functions. He recommended Mr. Goldsmith and Mr. Maring view a demonstration to determine its potential for the ECC.
- Mr. Goldsmith provided handouts for general information.
  - Acronyms of 911 Terminology

- Spectrum Issues Below 700 MHz
- IP Transition Strategies
- Next Generation 911

## **“Next Steps” Subcommittee Report**

Mr. Goldsmith provided his revised list of action items and a copy of the original list of action items. After discussion, Chairman Nancolas issued an assignment for the Commissioners to crosswalk the issues on both sheets, prioritize them, and bring back suggestions to the December meeting. An agenda item for that meeting will be to identify and prioritize action steps for the Commission. This will also help give Mr. Goldsmith direction in his work for the Commission.

## **Legislative Subcommittee Report**

Commissioner Baker reported that the subcommittee had not had the opportunity to meet, but that Commissioner Berry and she had met to discuss proposed legislation issues. They are looking at proposing legislation for Emergency Communications Fees to apply to Voice over Internet Protocol (VoIP), cable, and other telecommunications technologies. She said the subcommittee would meet before the next ECC meeting and prepare a final draft for the Commission to consider.

## **Travel Policy**

Chairman Nancolas led a discussion on the need for an ECC travel policy. A former commission member had recently submitted a claim covering travel to ten meetings, the oldest meeting being held 19 months earlier.

**MOTION: Commissioner Wills moved and Commissioner Aman seconded that travel claims must be submitted within ninety (90) days of the travel, within thirty (30) days after the end of a fiscal year, and must comply with state guidelines. The motion passed.**

Pam Ahrens, Director of the Department of Administration, volunteered her staff to assist with writing a travel policy for the ECC to consider, to investigate the submitted travel claim, and to recommend which travel claims fall within allowable time lines. This information will be presented at the next meeting.

## **New Business**

**MOTION: Commissioner Cronin moved and Commissioner Bishop seconded that the next three Commission meetings be held December 7<sup>th</sup>, January 4<sup>th</sup>, and February 8<sup>th</sup>. The motion passed.** The December 7<sup>th</sup> and January 4<sup>th</sup> meetings will be held in the East Conference Room, 700 West State Street, in Boise. The February 8<sup>th</sup> meeting will be held in the Basement Conference Room, 700 West State Street, in Boise. All meetings begin at 1:00 p.m.

## **Open Comment Period**

Chairman Nancolas reported to the Commission that a letter had been sent to the Idaho Sheriffs' Association to clarify the ECC's role, offer assistance, and offer to have an ECC representative attend their next meeting. Commissioner Aman recommended that a presentation of Mr. Goldsmith's findings be prepared for the meeting. Commissioner Aman stated that he will find out what information the Sheriffs want presented in future meetings.

Chairman Nancolas also reported to the Commission that he, Vice-Chairman Wills, and Commissioner Moore had a very productive meeting with Mr. Goldsmith on October 26<sup>th</sup>, as requested by the Commission, and that the desires of the Commission had been discussed.

## **Adjournment**

**MOTION: It was moved by Commissioner Hagen and seconded by Commissioner Aman to adjourn the November 2, 2006 Idaho Emergency Communications Commission meeting at 2:12 p.m. The motion passed.**

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Mayor Garret Nancolas, Chairman  
Idaho Emergency Communications Commission

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Scot R. Maring, Administrative Assistant  
Department of Administration